

ACS VOLUNTEER POSITION DESCRIPTION

PROGRAM: All ACS Program Areas

POSITION/TITLE: Special Projects Assistant

FIRST LINE SUPERVISOR: Program Area Supervisor

SECOND LINE SUPERVISOR: ACS Volunteer Supervisor

GOAL/OBJECTIVE: To provide direct support to the programs of ACS in the area of special events/projects on a task by task basis.

DUTIES: Prepares, organizes, and distributes materials for various projects; Work may involve light physical work to include setting up and putting away tables and chairs; Set up booths at various facilities on Fort Riley and in the surrounding communities, as needed; Other administrative tasks to be determined by Program Manager; Work activity will primarily involve walking or sitting; however, volunteer may be requested to assist with activities that may require long periods of standing, bending, lifting and stooping.

TIME/DRIVING REQUIRED: Varies weekly to be determined by volunteer and Program Area Supervisor; Driving of GOV and reimbursement of POV expenses are not authorized; Regular use of a vehicle is not required.

QUALIFICATIONS: Good oral communication skills; Pleasant disposition; Willingness to contribute to the well-being of Fort Riley and its extended communities

TRAINING: Army Community Service volunteer orientation (1 hr); On-the-job training will be provided on equipment usage, procedures, and other to be determined by Program Area Manager(s); Volunteer may be required to undergo security clearance prior to government computer use depending on access required.

EVALUATIONS: Ongoing and immediate supervisor feedback; Annual evaluations for long term volunteers (3 or more months) unless need for more as determined by supervisor and volunteer.